

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
GIS COORDINATOR

1. JOB TITLE: GIS COORDINATOR

- 2. DEFINITION:** This is a technical and supervisory position involving the production of highly skilled work in the operation and maintenance of the Department GIS system. The position reports directly to the Department Engineer. All employees are responsible to the Director and to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of drafting instruments, Intel-based workstations, personal computers, multiple GIS software packages, large format scanners, blue print machines, calculators, vehicles, global positioning systems, tape measures and standard office machines.
- b. The primary location for this job is the Murfreesboro Water & Sewer Department Engineering Section. Periodic fieldwork will be required, and occasionally the employee will be exposed to dust, inclement weather, biological, physical and traffic hazards associated with water and sewer line mapping and construction.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. This position entails exercising independent judgment in the computer generation of maps, illustrations, databases and various types of cartographic compilations relating to municipal water distribution and wastewater collection systems.
- b. Supervises other Department GIS staff, including organizing work activities and assignments.
- c. Supervises training and development of assigned staff to insure both continuous work improvement and professional development.
- d. Conducts research and oversees implementation of the GIS system used by the Murfreesboro Water & Sewer Department for analysis and data acquisition, using GIS elements that include hardware, software, database format and other related peripherals.
- e. Manages and supervises GIS resources, coordinates database and application development.
- f. Plans, budgets, implements GIS projects.
- g. Coordinates GIS related projects with other offices\departments to define user

needs and requirements.

- h. Develops goals and objectives for the use of GIS within MWSD. Develops procedures, formulates strategies, and implements solutions to meet these goals.
- i. Manages utility GIS database including both relational and spatial databases.
- j. Maintains computer generated maps, reports, and data in a well organized format and assists others with the use of the information.
- k. Trains and instructs other GIS personnel and others in GIS systems, methodology, and technology.
- l. Prioritizes, coordinates, assigns, tracks, and evaluates progress of individual GIS projects.
- m. Compiles and generates geographic data from multiple sources in preparation for the digital conversion process.
- n. Prepares and/or oversees preparation of special reports, specialized studies and research in relation to specific GIS projects and goals.
- o. Interfaces with the City GIS Coordinator to ensure that all existing and future data comply and are compatible with the standards of other departments within the City.
- p. Operates an Intel based computer mapping system in order to prepare or produce maps, illustrations and other information.
- q. Enters data into computer.
- r. Operates global positioning system equipment in the field.
- s. Sits, stands, lifts, stoops and walks intermittently.
- t. Communicates with the public, other employees of the city and employees of other government agencies to exchange information and data.
- u. Prepares drawings and maps in accordance with design standards.
- v. Organizes drawings and coordinates drafting work with other discipline drawings.
- w. Files completed drawings and documents.
- x. Collects and field verifies data.
- y. Researches property ownership.
- z. Attends public meetings as required, some of which may be scheduled after normal working hours.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. College graduate in Engineering, Geoscience, Computer Science, Remote Sensing, Geology, or related field with two to five years of experience with increasing responsibilities in municipal water distribution and wastewater collection systems, or a technical school graduate with a minimum of five years related experience.
- b. Must have legal authorization to work in the United States.
- c. Must have a driver's license valid in the State of Tennessee.
- d. Must be able to comprehend both oral and written instructions and to communicate

- in English, both orally and in writing.
- e. Knowledge of Intel-based hardware and software applications, with an understanding of or the ability to learn the operating system.
 - f. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
 - g. Ability to coordinate and supervise GIS projects.
 - h. Have an aptitude for computers, as demonstrated through experience in GIS applications and project implementation involving database design and implementation.
 - i. Must be able to carry and operate global positioning equipment.
 - j. Must demonstrate good temperament, judgment and human relation skills and be able to communicate effectively with developers, contractors, engineers, surveyors and others of the public, some of whom at times may be irate and unreasonable.
 - k. Knowledge of accepted standards and practices of a water distribution and wastewater collection systems.
 - l. Ability to work independently and to formulate work procedures within the limits of the position to accomplish assigned task.
 - m. Ability to train other workers.
 - n. Must be neat and orderly and complete tasks in the allotted time.
 - o. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
 - p. Ability to report to work on time and perform the duties of the job for an entire workday. Occasional overtime may be required under either emergency conditions or to attend meetings as required by the department.
 - q. Ability to operate a vehicle.
 - r. Ability to operate keyboards, transits, and global positioning satellite equipment.
 - s. Ability to draw and to use computer assisted drawing devices.
 - t. Ability to use standard office equipment.
 - u. Ability to walk over rough terrain. This activity may be required for the full work day.
 - v. Must be to lift and carry equipment or files weighing approximately fifty pounds.
 - w. Must be able to climb step ladders.
 - x. The employee may be subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements delineated above.

Non Exempt
Non-Safety Sensitive
January 2, 2002